

Virginia Department of Housing and Community Development
Lead Hazard Reduction Program

UNIT FILE CHECKLIST

Client name:

Address:

Child(ren) Present (Y or N):

Section I – Application for Unit Enrollment

- Application
- Photo Identification
- Proof of Income (i.e. check stubs, copy of tax documentation, social security income)
- Confidentiality Release for income verification
- EPA Renovate Right* and *Protect Your Family from Lead in Your Home* Pamphlet Sign Off
- Case Notes (owner and contractor correspondence; communication on production timeline)
- Child Occupied/Visiting Child/Pregnant Woman Certification
- Written Landlord/Owner Agreement or Disclosure for Vacant Units (if applicable)

Section II – Property Information

- Verified Deed
- Tax Receipts
- Insurance Declaration
- Statement from Owner that unit is not under pending HUD, EPA, DOJ action or final order regarding violation of Lead Disclosure or LSHR
- Tier-II Environmental Review Documentation

Section III – Medical Information

- Children's age identification (birth certificate, doctor's note); pregnancy confirmation
- Consent or non-consent form for blood testing for children under age 6
- Documentation of recent blood level tests of children under 6

Section IV – Contracts

- Homeowner Participation Agreements
 - o Owner Accepts Lead Inspection/Risk Assessment
 - o Owner Accepts Scope of Work
- Relocation Waiver (if applicable)
- Relocation Information/Agreement

Section V – Financial

- Invoices and Supporting Documentation (Partial Payments and Final Payments)
- HUD 40030 (optional)
- Project Completion Documentation
- Change Orders
- Matching Funds Documentation (if applicable)

Section VI – Lead/Healthy Homes

- Lead Inspection/Risk Assessment Report

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- o Unit sketch
- o Copy of Report given to Tenant/Homeowner
- o Dust Wipe Sample Lab Reports (Before and after unit work)
- o Clearance Achievement or Failure Notice (Copy given to Tenant/Homeowner)
- Health Homes Inspection/Assessment (Copy given to Tenant/Homeowner)
- Healthy Homes Clearance Report (Copy given to Tenant/Homeowner)
- On-going Maintenance Plan with sign off

Section VII – Project Information

- Scope of Work
 - o Lead Work Specifications
 - o Healthy Homes Work Specification (if applicable)
 - o Before Job Photos
- In-house Cost Estimate
- Bidders List
- Request for Proposal
- Original Bids
- Bid Opening Chart (if required for organization procurement standards)
- Pre-Construction Meeting (if required for organization program procurement standards)
- Contractor Evaluation Criteria
- Intent to Award
- Occupant Protection Plan
- 5 Day Notice sent to Labor & Industry Abatement Project Notification
- Notice to Proceed
- Building Permit
- Contractor Licenses/Worker Certificates
- Job Completion photos
- Monitoring Work Site Log
- Clearance Letter given to the Tenant/Homeowner

Key Dates of Completion

Date of Referral:

Application:

Income Verified (6-month life):

Intake Completion:

EPA Renovate Right Pamphlet:

LI/RA Completed (12-month life):

Healthy Homes Assessment Completed:

Pre-Construction Dust Wipes Sent to Lab:

Contract Signed:

Labor and Industry 5-day notice sent:

Occupant Protection Plan:

Construction Start Date:

Construction End Date:

Clearance Dust Wipes Sent to Lab:

Clearance Achieved:

Date Clearance Letter Given to the
Tenant/Homeowner:

Compliance Follow-up Date:

Unit Production Total Days: